



# Expectations of the SQA Coordinator

SQA Liaison Managers

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# SQA specific roles and responsibilities

- ♦ The SQA Coordinator within a secondary school has a very wide remit (breaking up fights, chasing dogs out of the playground!)
- ♦ The following are the roles specific to SQA procedures

Navigator

Exchange

NQ QA software

**SQA Connect**

Delivery and  
Operational Support

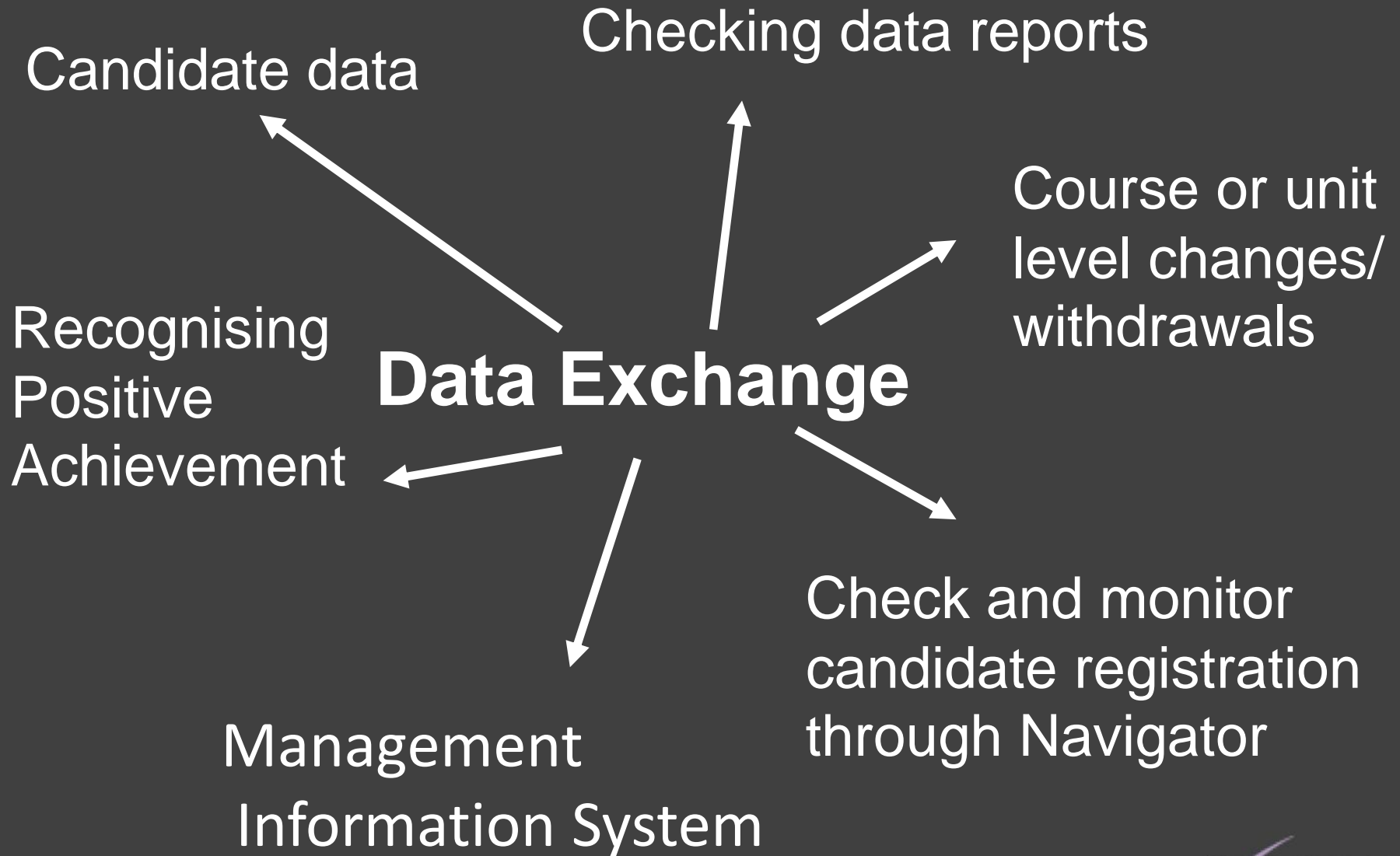
Results Service



Qualification Approval  
Application

**Approvals**

demonstrate centre's  
potential to meet the  
requirements



Timeline regarding  
qualification processes and  
procedures to follow

## **Key Dates**

Communicating and ensuring dates met  
by colleagues

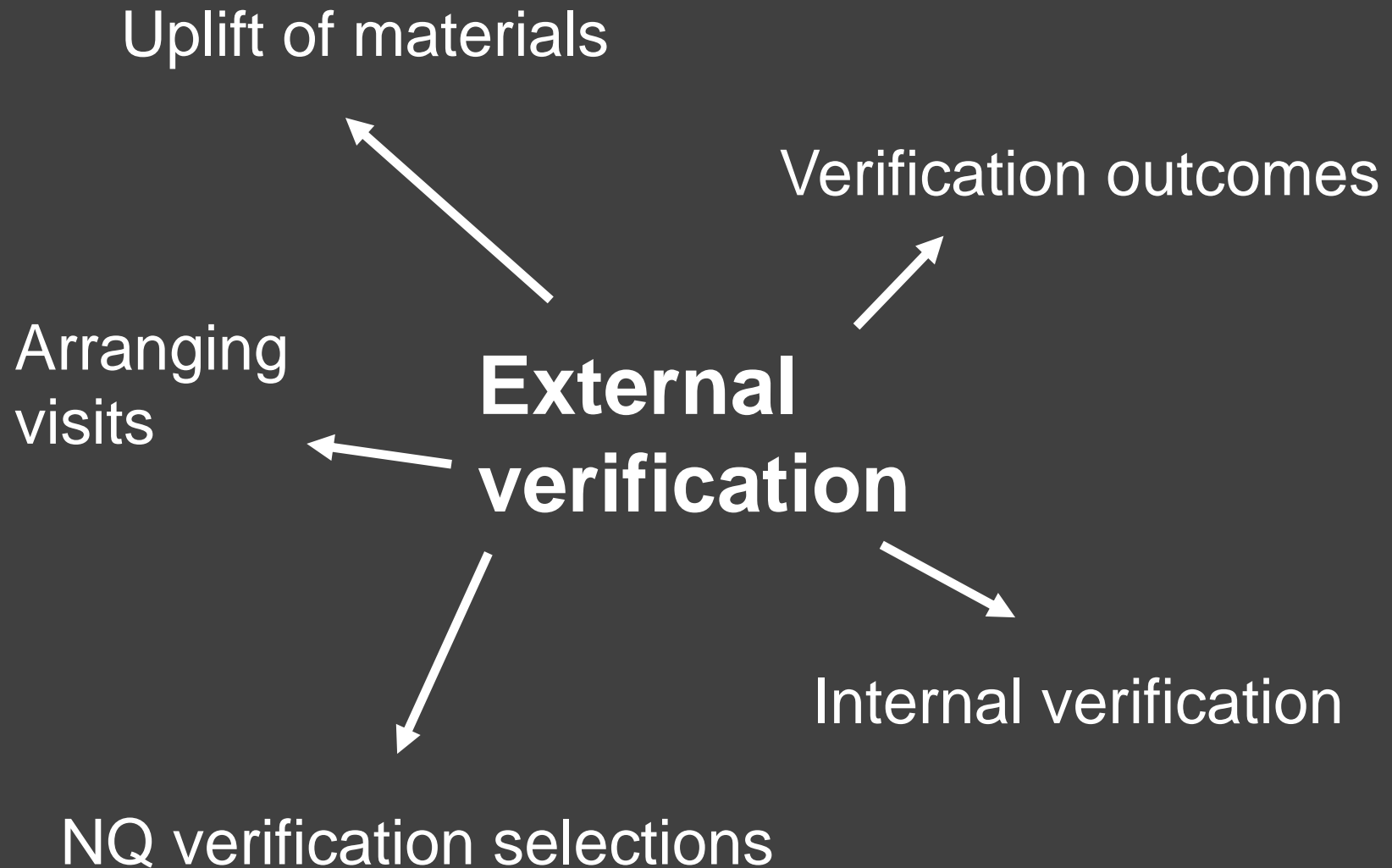
Generating Scottish  
Candidate Number (SCN)

Candidate merge

**Candidate  
registration**

Amending candidate registrations





Understanding standards material

unit assessment material

**SQA Secure**

internally assessed  
course component materials

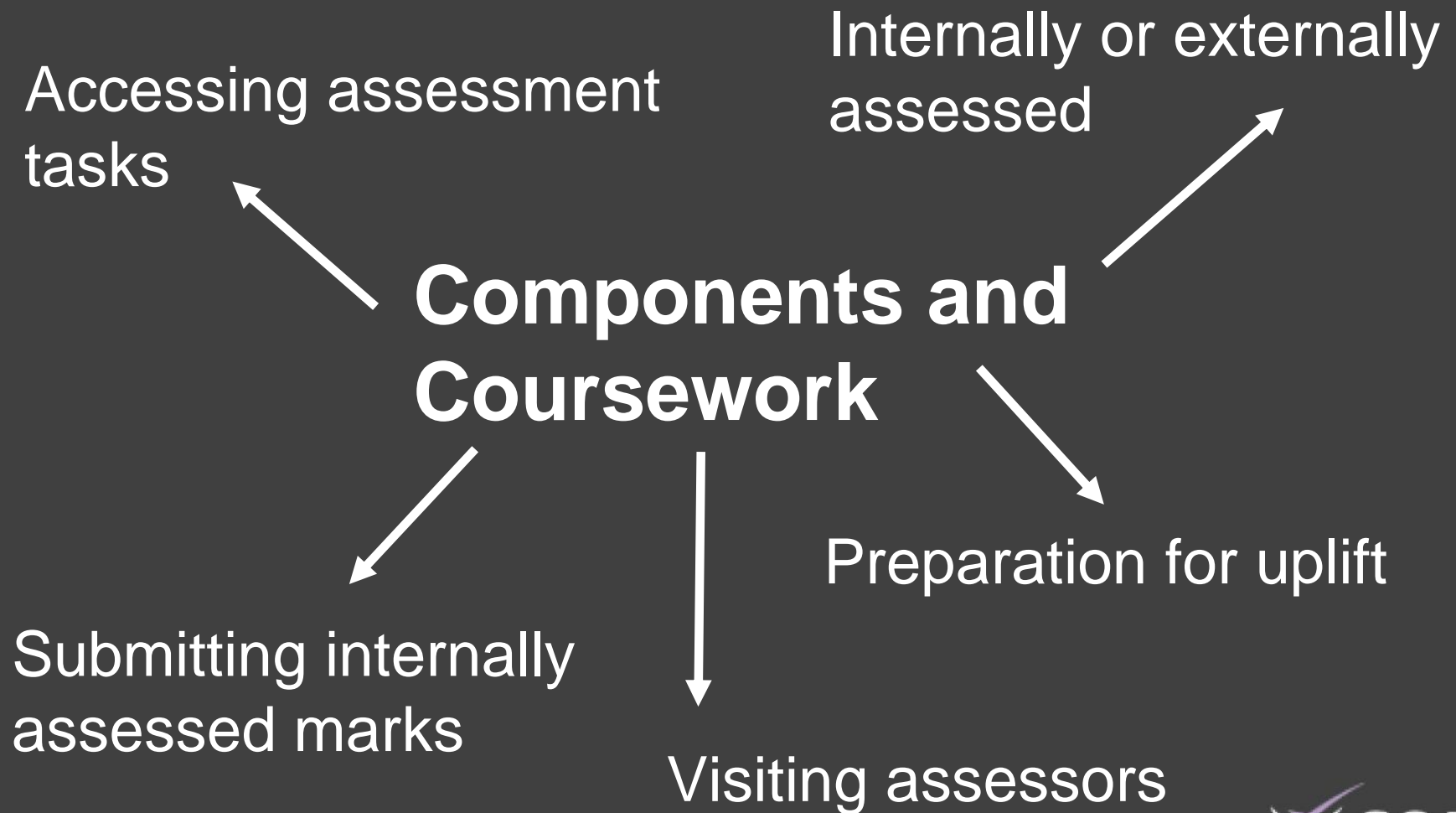
**Course units**

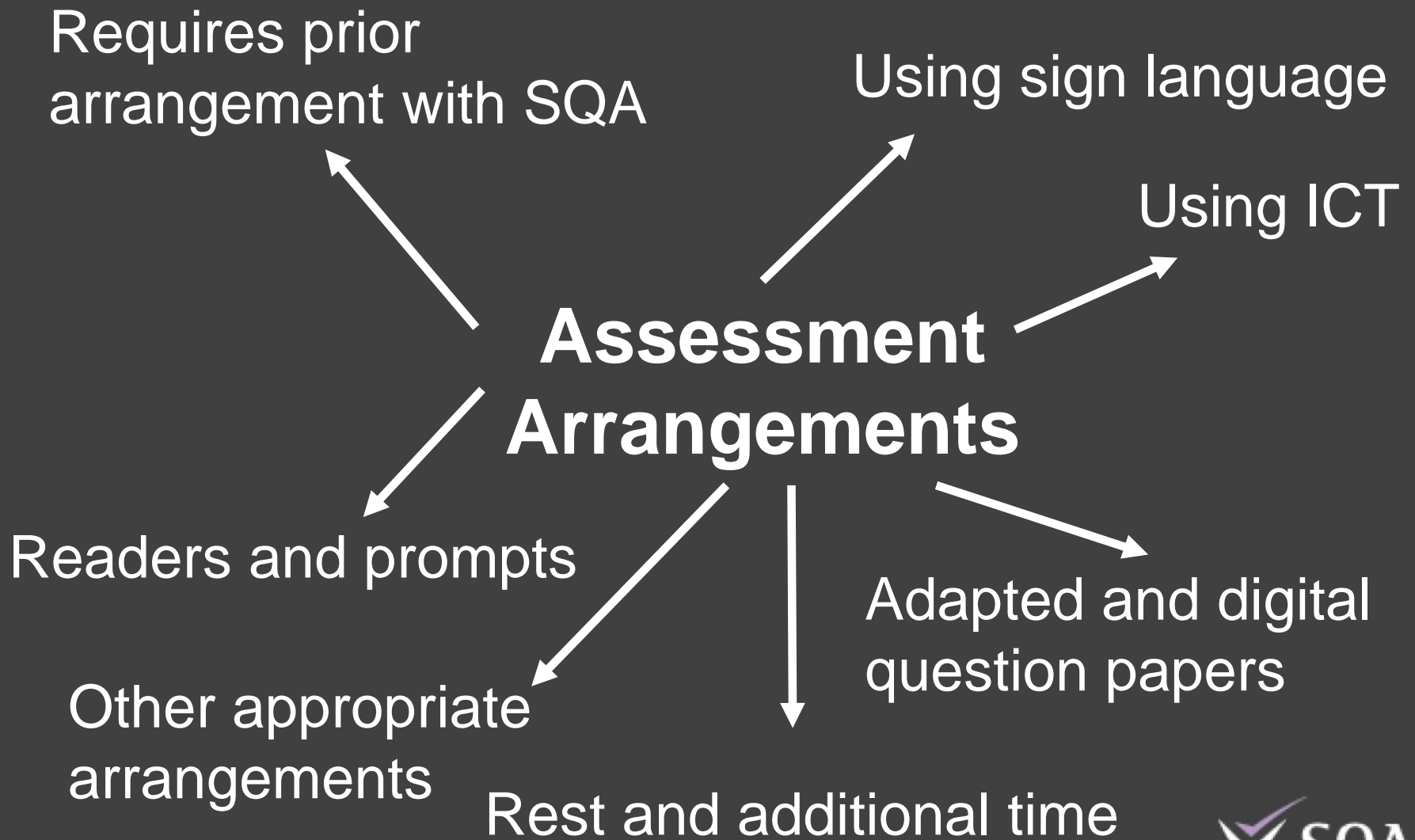
**Freestanding Units**

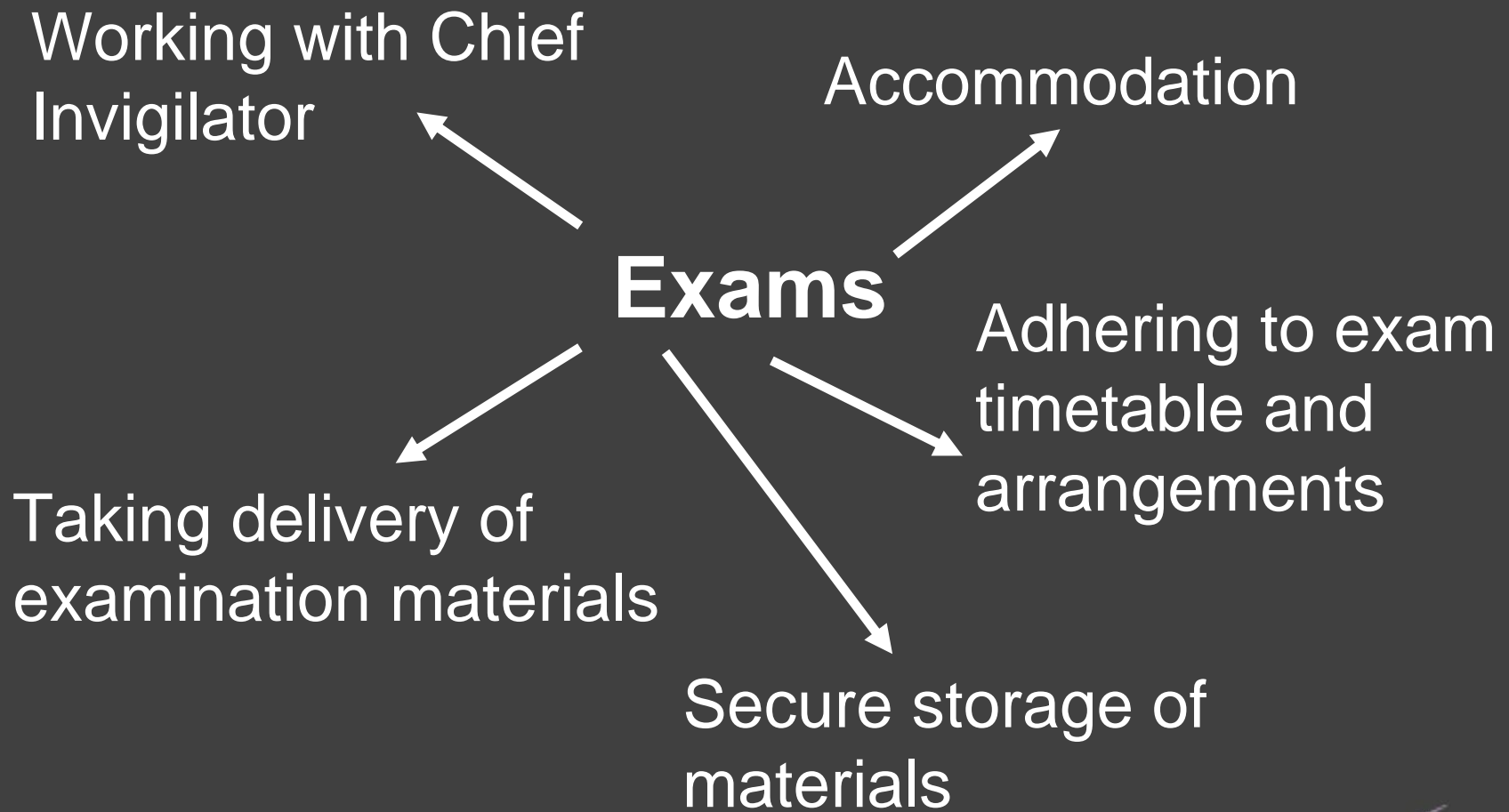
**Unit results**

**Scottish Baccalaureate**

**Awards**







Consideration requested  
within 13 days of affected  
exam

Alternative evidence  
submitted and considered

## **Exceptional Circumstances**

Absence or performance affected by  
incident or circumstance outwith  
candidate's control

Statement of results and  
award summary to centres  
before certification

August certification for  
National Courses

## Certification



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graph TD; C[Certification] --> A[Statement of results and award summary to centres before certification]; C --> B[August certification for National Courses]; C --> D[Candidates receive results by post and via MySQA]; C --> E[Component marks issued to centres];
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Candidates receive results  
by post and via MySQA

Component marks issued  
to centres



Service exists where  
concerns about a  
candidate's certificated  
grade

Clerical check

## Post results

Marking review

Priority marking review  
where conditional  
university/college offer  
exists

